

## CONFIDENTIAL

Weekly Report for Week Ending 15 July 1959  
from  
Records Disposition Branch'

### 1. Contributions

25X1

- a. [ ] participated in the Records Management Officer's Meeting by giving a talk on processing requisitions for filing equipment and the ARO's responsibility for review and certification of same.

*Reported last week  
Jgk*

### 2. Assignments

25X1

- a. Shelf Filing ([ ])

OO/Contact Division [ ]

25X1

We have been informed by the Office of Logistics that due to a strike in the [ ] Construction Company the shelf filing equipment has not been delivered. [ ]

25X1

OL/General Purchase Branch indicated that the current Steel strike would not affect production should the company strike end.

OTR/Intelligence School

Use of an existing secured area for shelf filing has been turned down by Physical Security Division. To accomodate this type of filing extensive repairs would be needed in the area. Security will however, permit the continued use of the area for cabinets. Project dropped.

OTR/Assessment and Evaluation Staff

Installation of shelving for this Staff has been approved by the Office of Security. This proposal has been approved by the Chief A & E Staff and a requisition for the equipment is being prepared.

OTR/Operations School/Headquarters Training

Floor plan on this project has not been returned to us from the Office of Security.

OCR/IR/FE/NEA

Office of Security/Building 13

OP/Records and Services Division/Test Installation

No change from previous report.

25X1

OO/FBID Shelf Filing [ ]

Steel shelving received and erected. The vendor did not include metal dividers as requisitioned. Follow up is being made.

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b. Records Schedules

25X1

FI Support Staff [ ]

Schedule is being reviewed

25X1

Executive Registry [ ]

No change from previous report.

c. Records Systems

RMS Demonstrator File on Subject Numeric System [ ]

25X1

No change from previous report

Refresher Training in Filing [ ]

25X1

Plan for joint RMS-OTR workshop on filing approved by Chief, RMS. OTR/CT coordinator to be named 23 July.

Master Index to Subject Filing Handbook [ ]

25X1

Added modifications used in OP/DDPersPD file to index.

Review of Clerical Training in Filing for Inductees [ ]

25X1

Arranged visit to ORR/EIC Secretariat and subject files for instructor from OTR/CT and Messrs. [ ]

25X1

25X1

Arranged for [ ] to monitor course.

Obtained projector for OTR/CT and began improving visual aids.

d. Special Projects

25X1

OSS/RI Archives [ ]

No change

DD/P Support Staff Files [ ]

25X1

Proposals are being circulated for comment within DD/P.

25X1

3. Vital Materials [ ]

25X1

Three members of Military Personnel Division along with Mr. [ ] the new records officers for the Director's Office, and [ ] ORR, accompanied last week's trip to the repository.

25X1

Microfilming

OCR/GR continuing

Office of Personnel is approximately 60% complete.

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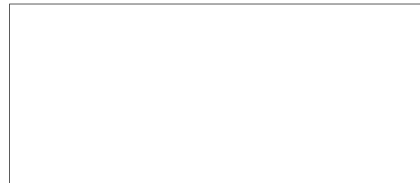
4. News

25X1 [ ] is on annual leave for two weeks.

25X1 [ ] has completed the four week course in Archives Administration at the National Archives. ✓

25X1 [ ] has been assigned the task of preparing the space assignment in preparation for the Records Management Staff move to a new area.

25X1



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